

Dove Creek Phase 1 HOA Board Meeting Minutes

April 20, 2021

6:30pm

In attendance: *Rob Toler, Jeff Toler, Holly Knot, Robin Britt, Colleen Watson*, and Property Manager *Bill Haley*

I. Call to order at 6:35 PM

II. Approval of minutes from March

Moved: Jeff

2nd: Robin

Yea votes: 5

III. Approval of March financial reports

Moved: Colleen

2nd: Jeff

Yea votes: 5

IV. Open issues

- a) Bill report on maintenance projects—Bill believes we need to replace more than just boards on the Dove Creek I and Briarwood border fences starting with Locust and then Birch court. He suggests doing one building at a time. Board agreed to do this last month. Bill is waiting on a quote for the work. We may need to move something on our “Reserve Study” to next year instead. Update as of 4/29, board reviewed proposed fencing for replacement and suggested to Property Manager that fencing along Briarwood border only be replaced with individual boards but Robin’s unit should be scheduled for fence inspection/repair as needed, since it is leaning heavily.
- b) Sidewalk/Porch repairs—we started some smaller repairs last year, discussed what to do next. Worst porches will be repaired next. Bill says work is scheduled to start at the end of April—early May.

- c) Podges existing tree projects – 15 Trees are planted and look good. They will replace tree between Locust and Birch also. Stump grinding and previously agreed upon work is being finished now.
- d) Landscaping inspection/plan—Robin and Colleen have taken pictures of Locust landscaping issues. We need to do the same for Birch and Clover. All have seen bushes that are dying and were probably affected by the frosts this year.
- e) Microsoft 365 account—Rob wants to apply for Non-profit access to Microsoft 365. He thinks he can get 5 licenses for us. It may cost nothing or they may allow us a smaller fee. This will help us share documents, store documents in a simpler manner.

Moved: Jeff

2nd: Colleen

All were in favor.

- f) Document retention plan update: totes purchased and board files stored at Briarwood park for now. Typing still in progress.
- g) Jeff sent form for us to review for Directory, Newsletter recently. Changes have been made and Bill will have it printed and it will be put in envelopes and mailed to units. Security changes to website will be made soon as discussed in previous meeting.
- h) Update on 8618 Birch which is an empty unit. There has been no visible activity to prepare this for selling. Per Bill, owner is going to remodel the unit starting in a few weeks.
- i) Locust Court broken stone bench. Board asked for this to be repaired/removed/replaced.

Last month we discussed the grassy area heading to the dumpster on Locust and the rocks/stones that have been buried by paving trucks, drivers and rain/mud. Jeff agreed that dumpster area at Clover is also an issue with the pavement crumbling from dumpster trucks. Per report from Rob, Briarwood will repair curb at entrance of neighborhood and will look at putting in other curbing by Locust and Clover dumpsters.

V. Adjournment at 7:45 PM

Moved: Colleen

2nd – Robin

All were in favor.